

Candidate Qualification Worksheet
Transportation Technician I to a II Promotion
(Request for Review)

Instructions

It is the Transportation Technician's responsibility to initiate the Review process by completing and signing the Candidate Qualification Worksheet. Upon completion, the applicant will give the Supervisor's Rating sheets (2) to his/her station supervisor and the Resident Engineer who will, within 10 working days, complete the Supervisor's Rating sheets, add any comments and sign where indicated. *There is no minimum rating requirement from supervisors. However, a poor rating or lack of support from the Resident Engineer or Station Supervisor may indicate problems that are beyond the scope of the Review Board and should be dealt with through the performance evaluation process.*

Section 1- Personal Information

Fill in the blanks as requested; all fields are required.

Date of Hire: Date you became a career service schedule B employee. Verified through personnel records.

Section 2 - Experience

List highway related experience and positions held in construction, and maintenance by date, starting with the most recent. Include any seasonal employment with the Department.

Section 3 - Certifications

List any certificates you currently hold and their expiration dates. Attach copies for verification.

Section 4 – TEP Level II

Fill in the date you successfully completed the TEP Level II. A Transportation Technician I must have satisfactorily completed the TEP Level II to be eligible for a promotion to a Transportation Technician II. Attach copies of certificates.

Section 5 - Additional Transportation Training (other than TEP)

List transportation related training courses you have attended such as; Suretrak, Microstation, CADD, NHI, HMA, etc., within the last 2 years

Section 6 - References

Give the name, position held, and phone number of three co-workers, (at least one from construction and one from maintenance) other than your Resident Engineer or Station Supervisor/Area Supervisor, that have intimate knowledge of your work habits, skills and abilities.

Candidate Qualification Worksheet **Transportation Technician I to a II Promotion**

1. Personal Information

Name _____	Date of Hire _____
Employee ID # _____	Org _____
Region/Group _____	Phone No. _____
Maintenance Supervisor's Name _____	Phone No. _____
Construction Supervisor's Name _____	Phone No. _____

2. Experience (*Duties, assignments, accomplishments related to highway, construction, maintenance*)

3. Certifications (*Traffic Control, WAQTC, ACI, etc.*) (*Attach copies where applicable*)

Type: _____
Expiration Date: _____
Type: _____
Expiration Date: _____
Type: _____
Expiration Date: _____
Type: _____
Expiration Date: _____

4. Education (*attach copy of Certification or notification of completion*)

Completion Date for TEP Level II:	
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Employee Name _____ Employee ID _____

5. Additional transportation related Training (*Suretrak, Microstation, CADD, NHI, etc.*)

Course	Date

6. References: *List three co-workers familiar with your work habits (at least one in maintenance & one in construction)*

Name	Position	Phone #'s

I affirm that this worksheet, and any additional documentation, contains no misrepresentation or falsification and that the information is true and complete to the best of my knowledge.

Applicant's Signature

Date

Employee Name _____ Employee ID _____

SUPERVISOR REVIEW CONSTRUCTION

Resident Engineer Rating		Rating
Knowledge of assigned duties	(0 - 10)	
Partnering (Participation & Cooperation)	(0 - 10)	
Follows Safety Procedures	(0 - 10)	
Interaction with contractors	(0 - 10)	
Interaction with public	(0 - 10)	
Attendance	(0 - 10)	
Documentation	(0 - 10)	
Flexibility (willingness to work in other areas)	(0 - 10)	
Works well with other crew members	(0 - 10)	
Objective monitoring and enforcement of contract specifications	(0 - 10)	
100 points possible	Total	

This employee has had opportunity to work in UDOT Maintenance. Yes _____ No _____ If no, please explain: <div style="height: 100px; border: 1px solid black; margin-top: 10px;"></div>
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I verify that the above named employee has completed the minimum requirements for a Level II Technician under UDOT Policy and recommend him/her for advancement.

<i>Comments:</i> <div style="height: 100px; border: 1px solid black; margin-top: 10px;"></div>

Resident Engineer (Please Print Name)

Resident Engineer's Signature

Date

Employee Name _____ Employee ID _____

SUPERVISOR REVIEW MAINTENANCE

Area Supervisor/Station Supervisor Rating		Rating
Knowledge of assigned duties	(0 - 10)	
Follows Safety Procedures	(0 - 10)	
Care and use of tools and equipment	(0 - 10)	
Interaction with public	(0 - 10)	
Attendance	(0 - 10)	
Documentation	(0 - 10)	
Flexibility (willingness to work in other areas)	(0 - 10)	
Works well with other crew members	(0 - 10)	
Proficient in the operation of required maintenance equipment	(0 - 10)	
90 points possible Total		

This employee has had opportunity to work in UDOT Construction
 Yes _____ No _____ If no, please explain in detail based on the Review
 Policy :

I verify that the above named employee has completed the minimum requirements for a Level II Technician under UDOT Policy and recommend him/her for advancement.

Comments:

Station Supervisor/ Area Supervisor (Please Print Name)

Station Supervisor/ Area Supervisor's Signature

Date

Review Board Worksheet
Transportation Technician Series
Transportation Technician I to a II Promotion

Employee Name _____ Employee ID _____

Mandatory UDOT Education and Experience	Date Completed
Must have the following certifications: Operation of a 10-wheeler, sander and loader Flagging	
Must have the following training: Sampling and Density	
Must have passed TEP II	
Knowledgeable & experienced in snow removal techniques (anti-ice, de-ice, pre-wetting, & plowing.)	
Proficient in traffic control, work zone safety and flagging	
Good understanding of proper sampling of materials and knowledge of minimum sampling requirements	
Good understanding of concrete and nuclear testing	
Good understanding of project documentation.	
Ability to read and interpret plans, specifications, and standard drawings	
Interview Criteria*	Rating (0-10)
Certified and proficient in the operation of at least 3 additional pieces of Maintenance equipment. (Other than those listed above)	
Equipment Maintenance such as servicing and minor repairs.	
Documentation – (quantities, daily reports, MMQA, etc.)	
Ability to read and understand plans and specifications	
Ability to read basic survey stake information (stationing, elevations, cut/fill, etc.)	
Basic knowledge of lab tests	
Total Points Possible	60
Minimum Number of Points Required for Transportation Technician II	40

Rating	Definition
0-2	No or very little knowledge and/or experience
3-5	Ability to perform tasks with limited assistance
6-8	Ability to perform tasks without assistance
9-10	Highly skilled, can perform task without assistance, trains others

* The Interview Criteria will be used in the Review Interviews, other areas may be used by cannot be substituted for these areas.